

# MAA-Wisconsin Executive Committee Handbook

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## Composition and Responsibilities

The Executive Committee of the Section consists of the officers of the Section (Chair, Chair-Elect, and Secretary-Treasurer), the Immediate Past Chair, the Section Representative to the MAA Congress, the Mathematics Contest Coordinator, the Representative to the Wisconsin Mathematics Council, the Public Information Officer, the Student Activities Coordinator, and the Director of Section NExT-Wisconsin. Each Section officer and Executive Committee member must be a member of The Mathematical Association of America, Inc., and of this Section. (Bylaws, Article III)

The Executive Committee conducts the affairs of the Section between meetings of the Section membership. A quorum for a meeting of the Executive committee is five members. (Bylaws, Article III)

## Meetings

The Executive Committee normally meets twice a year, in late September and late January. The dates of these meetings are set by the Chair in consultation with the members of the Committee. Decisions that need to be made between scheduled meetings are usually discussed via email and made by consensus. No ongoing policies should be decided via email.

## Listserv

The Executive Committee listserv is [maawisconsin@lists.carthage.edu](mailto:maawisconsin@lists.carthage.edu) and is maintained by Mark Snively.

## Nominating Committee

The bylaws state (Article III.6) that “The Chair will appoint a nominating committee to recommend a slate of officers.” In practice, the nominating committee is sometimes the entire Executive Committee, and sometimes a subcommittee. The committee should make every effort to bring in nominees for Chair-Elect from a variety of backgrounds.

## Distinguished Teaching Award

Nominations for the Distinguished Teaching Award are gathered through the web. Nominations require two letters of support. [Exec 9/17] Current members of the Executive Committee are not eligible. [Exec 9/15]

In those years when there is more than one nomination, the recipient of the award is selected by the Executive Committee, based on the recommendation of the subcommittee, usually chaired by the Immediate Past Chair. Files of nominees remain active for three years. [Exec 9/14]

The Past Chair is responsible for obtaining the award plaque for the Section Distinguished Teaching Award, which is presented at the Spring Meeting. [Exec 9/15]

The recipient of the Distinguished Teaching Award should become the Section’s nominee for the Haimo Award in the following year. The nominator is responsible for collecting the appropriate documentation, but the Past Chair should remind the nominator of the deadlines.

## MAA Certificate of Meritorious Service

The Wisconsin Section nominates someone for the MAA Certificate of Meritorious Service in years congruent to 3 modulo 5. The nominee is determined by the Executive Committee. The Association would like a nomination in fall preceding the year of the award.

Preference should go to Section members who have:

- a) served the Wisconsin Section in more than one capacity
- b) served the Wisconsin Section and also served the MAA at the Association level,
- c) served the Wisconsin Section for a long period of time, or
- d) performed duties above and beyond the responsibilities associated with their position.

[Exec 9/17]

### Bylaw Revision

MAA policy requires the Section to review its bylaws every 10 years. In the spring of a year congruent to 0 modulo 10, the Chair should appoint a committee to review the bylaws. Proposed changes will be reviewed by the Executive Committee that fall, then sent to the Committee on Sections for review. Any further changes can be discussed by the Executive Committee in January, with the final changes going to Section membership at the Spring Meeting in a year congruent to 1 modulo 10.

### Income and Finances

#### Meeting Registration Fees

The main source of income for the Section is meeting registration fees. As of Spring 2017, those fees are: MAA Member, \$30; Retired MAA Member, \$20; K-12 Teacher, \$20; Student, free; Others, \$40. After the pre-registration deadline (typically three weeks before the Spring Meeting) all registration is \$40, except for students, who are still free. [Exec 1/17] The charge for the banquet is \$5 for students, \$20 for all others. [Exec 1/14] After the pre-registration deadline, banquet tickets (if available) are still \$5 for students, but \$25 for all others.

#### Bank Accounts

Although the Section maintains one bank account, Section funds are separated for accounting purposes into three accounts, the main account, an account for Section NExT-Wisconsin, and an account for the Wisconsin Section High School Math Contest. Theoretically, the Math Contest and NExT-Wisconsin are self-sustaining, but money is occasionally transferred from the main account to the NExT account by decision of the Executive Committee. (For example, Treasurer's Reports show transfers of \$1000 in January 2017, \$500 in January 2015, \$500 in January 2013, \$500 in September 2011, and \$500 in September 2010.) At the 2017 Business Meeting, the Section approved a similar transfer of \$1000 from the main account to the Math Contest account. [Bus 4/17]

#### Honoraria for Speakers

Each invited speaker for the spring meeting, not already sponsored by the MAA, receives an honorarium of \$500 meant to cover the speakers' expenses. [Exec 9/15]

#### Travel to Executive Committee Meetings

Members and invited guests of the MAA-Wisconsin Executive Committee are allowed to request and receive reimbursement from the Section at the state rate for mileage to and from the Executive Committee Meetings. [Bus 4/17]

#### MathFest Travel

The Wisconsin Section supports the travel of one Executive Committee member to MathFest each summer to represent the Section at the Section Officers Meeting. The Chair-Elect gets priority, but if

they are unable to attend, another member may get this reimbursement. The Section pays for expenses up to a total of \$750 (\$250 of which comes to us annually from the MAA). [Exec 9/17]

### Plaques for Outstanding Local Teachers

The host institution for the Spring Meeting may select up to four local teacher awards to mathematics teachers in the geographic region near the host institution. The winners are presented with award plaques at the spring meeting. The local hosts arrange for the plaques, and the Section reimburses them up to \$20 per plaque. [Exec 9/15]

## Members' Responsibilities

### Chair-Elect

The Chair-Elect is primarily responsible for organizing the program for the Spring Section Meeting. This includes recruiting speakers to give invited addresses, creating and printing the program in consultation with the onsite organizers (and creating and printing brief versions of the program for the website and for signage at the site); and leading the Friday night banquet program and introducing invited speakers at the meeting.

Here is an outline of the duties throughout the academic year:

- **Summer, Fall and Winter:** Recruit invited speakers for the Friday talk, the Friday night dinner, and the Saturday talk. (Typically, one will be an MAA representative; one will be from outside the state; and a third will be from Wisconsin.) As of 2016, our Section provides \$500 in travel expenses for each of the two speakers that are not sponsored by the MAA. They make their own arrangements, but the Chair-Elect will need to offer advice to be sure that logistics are handled. Also, invite the local host(s) to the January Executive Committee meeting.
- **February and March:** The Public Information Officer will launch the online registration forms, and, as people register to give the short talks, their names, time-preferences, titles, and abstracts will come to the Chair-Elect, who will organize these into a program. (The former Chair-elect will have templates.) Do not fear when the deadline comes and there are too few talks. Another twenty will come after a reminder. Reply to each person as talks come to avoid lots of additional emails.
- **Early April:** Finalize the program with room scheduling from the site coordinator and make a brief version of the program for the MAA Wisconsin website. Send that brief version to the Public Information Officer for posting.
- **The week before the Spring Meeting:** Have copies printed of the full program (typically around 150) and of the brief program (typically 20) to bring to the meeting. Write and practice the introductions for the invited speakers and the plan for the Friday evening program.
- **The Meeting:** Arrive just a bit early with programs. After that, welcome and assist the invited speakers, trouble-shoot problems, make the invited speaker introductions, and run the Friday evening program.

### Chair

The Chair is primarily responsible for running the three Executive Committee meetings that take place during the year: the fall and winter meetings and the business meeting held during the MAA Wisconsin Section Spring meeting.

Here is the breakdown by month:

- **September:** Prior to the meeting: Send out a call for agenda items for the fall meeting; confirm arrangements of the location of the meeting; prepare the agenda for the meeting. Conduct the fall meeting. At the meeting appoint new Executive Committee members to replace those whose term has expired; determine a date for the winter meeting and invite the local host to the winter meeting. Write a report for the fall newsletter.
- **January:** Send out a call for agenda items for the winter meeting; confirm arrangements of the location of the meeting. Prepare the agenda and conduct the winter meeting. Write a report for the spring newsletter.
- **March/April:** Plan the Annual Business Meeting: prepare the agenda and run the meeting. The new Chair-Elect is officially selected at this meeting. The location of the meeting for the following year is also officially confirmed at this meeting.

### Immediate Past Chair

The major responsibility of the Immediate Past Chair is to serve as chair of a committee to determine the winner of the Distinguished Teaching Award to be given out at the annual meeting. If there has been a call for nominations going out in the fall, then at the January meeting of the executive committee the past chair can tap a few other members of the committee to help with the determination of the winner. If there are no nominations, the past chair can seek the advice of the other officers to see whether more solicitation needs to be done.

Once the winner has been identified, the past chair should let the winner (and the nominator) know the result. It is not necessary to let the unsuccessful nominees know the result. They will find out as soon as the winner is announced. The past chair then has the task of getting a plaque of some sort to present to the winner at the annual meeting. The presentation there of the plaque is the last responsibility of the past chair.

It is possible that the chair of the Section may be absent for a meeting of the executive committee. If that is the case, then the past chair can preside over the meeting.

### Secretary-Treasurer

#### ONGOING TASKS

Keep records of all income and expenses of the section.

Maintain a section bank account.

Pay all bills sanctioned by the Executive Committee. Recurring expenses include:

- Expenses for section meetings (catering costs, printing costs, speaker honoraria, award costs, and other justifiable expenses),
- Costs related to the Wisconsin Math Contest, and
- Travel reimbursement for the official representing the Wisconsin Section at the annual MAA Section Officers meeting.

Any bill that is unexpectedly large or not among the usual operational expenses of the section should be brought to the attention of the Executive Committee for approval. Bills can be paid either by the Secretary/Treasurer paying the bill directly or by reimbursing a section member who has paid the bill. In

either case, the Secretary/Treasurer should keep record of any invoices submitted to the section for payment.

Maintain correspondence between the Wisconsin Section and the national MAA headquarters including writing letters or memos when the Section needs to ask questions or relay information to the national MAA.

Forward any communications from the national MAA to appropriate Executive Committee members. The Section Secretary is the only Section member who can request that MAA send out an e-mail message to all Section members (or large subset, e.g. within one zip code). This is done by sending a request to [communities@maa.org](mailto:communities@maa.org).

#### *DATED TASKS*

Prepare a Treasurers Report three times per year for the Fall and Winter Executive Committee meetings and the Spring Section Business meeting. These reports generally include all the income and expenses of the section over the previous year along with any helpful summaries such as year-end balances for several years and the amount of profit or loss for the Section meeting. Treasurers Reports are presented and discussed at these three meetings and forwarded to the Public Information Officer for posting on the section website.

Take minutes at the Fall and Winter Executive Committee meetings and the Spring Section Business meeting along with a Spring Executive Committee meeting, if there is one. Write up the minutes in professional form and forward them to the Public Information Officer for posting on the section website. The minutes of Executive Committee meetings will be discussed, edited, and approved at the next Executive Committee meeting, and the Section Business meeting minutes will be discussed, edited, and approved at the next Section Business meeting. The Fall Executive Committee meeting minutes traditionally has included a list of all Executive Committee members with the dates that their current terms expire.

In January, arrange for the bank to send an annual report of the bank account transactions for the previous year to the national MAA. This is currently sent to Mia Piansay. The request can be made using the [End of the Year Bank Statement Request Form \[Word Doc\]](#).

In January, submit an annual financial report. This is currently sent to Kimberly Rutland-Starks, Director of Finance. The report can be filled out using [Financial Report Form \[Excel\]](#).

Prior to the Wisconsin Section meeting, maintain a list of people registering for the meeting keeping track of their payments and sending (e-mailing) receipts for those payments. The list should include registrants' names, institutions, whether or not the registrant will attend the banquet, and whether or not the registrant is a student.

After the Wisconsin Section meeting, submit the Section Meeting Report by filling out the web form at [Meeting Report Form](#). Meeting statistics currently include number of attendees, number of student attendees, number of women attendees, and the same for speakers. It also asks about the invited speakers and activities offered at the meeting.

By the end of June, complete the Section Annual Report by filling out the web form at [Annual Report Form](#). This will require names, contact information, and terms for the Executive Committee members as well as the dates of the Executive Committee meetings and nominations for MAA Committees.

### Mathematics Contest Coordinator

In September, attend the WI-MAA board meeting and give report (this fall report is a repeat of the previous spring report).

Also in September, the host university/college works on the Wisconsin Section High School Contest under the direction of the Contest Director (a representative at the host university/college). The Math Contest Coordinator's job is to supervise the Contest Director to make sure the state contest runs smoothly. The Contest Director forms a problem-writing committee to make the contest, and solicits problems for the contest. The contest is written in October, and runs the first Thursday in December each year. The contest writers are responsible for writing, distributing, and collecting the graded contests. The writers compile the results, send certificates and prizes to the top scorers, and send the Contest Coordinator a report. This report generally contains a list of students with perfect scores, as well as the top 1% of scorers state-wide. Most of these processes are electronic. The contest generally supports itself financially, as the registration fees cover the costs. However, the Contest Coordinator should make sure to keep the Contest Director on budget.

In January, attend the WI-MAA board meeting and give report. This report generally contains results of the December state contest, as well as the AMC-8 results (which can be found online at the AMC website).

In late March (or April) get the results of the AMC-10, AMC-12 contests (which can be found online at the AMC website). Once the list is received, using the list of top scorers of the state competition, determine the two students with the highest combined scores on the AMC 10/12 and the state contest. These are the two prize winners. They receive a certificate (a template exists), a letter of congratulations (again a template exists), and a prize check. Before the Spring Meeting, print out the certificate, the letter, and let the Secretary-Treasurer know to whom to make the checks.

At the spring meeting, get the checks from the Secretary-Treasurer, and signatures on the certificates and letters from the section chair. (Note: Sometimes, the chair will want to print out the letter on his/her own letterhead, otherwise use your own institution's letterhead, or an MAA template.)

At the Business Meeting (during the spring meeting), report on the state contest results, the AMC 8 and AMC10/12 results. Mention any perfect scores on the AMC tests, as well as any invitees to the US Math Olympiads. Announce the winners of the combined contests.

Contact the two winners' guidance offices or math department chairs. Offer congratulations on the excellence of their student, explain the prize they have won, and confirm which representative of the school should be sent the prize to pass to the student. Be sure to do this before mid-May, otherwise the student may be gone for the summer.

### Public Information Officer

#### Newsletter

At the beginning of each semester, email the liaisons for news from campus, and email the Executive Committee for reports. The newsletter generally includes reports from the Representative to the MAA

Congress, Chair, Math Contest Coordinator, Student Activities Coordinator, and Section NExT-WI Director. The fall newsletter should get posted by mid-October, and the spring newsletter by mid-February.

Each newsletter also includes a Know Your Wisconsin Mathematician. That interview should be conducted as much in advance as possible, as some Wisconsin Mathematicians are not very good at getting back to you.

The fall newsletter includes a story on the previous spring's recipient of the Distinguished Teaching Award. The spring newsletter includes information on the Spring Meeting, and information about the candidate(s) for Chair-Elect and, if necessary, Secretary-Treasurer.

#### *Web*

After each meeting of the Executive Committee, update the Treasurer's Report and Executive Committee minutes.

In January, post the registration form in pdf, and a link to the on-line registration form.

When they are ready (mid-February and mid-October), post the newsletter and a separate KYWM file.

In March or early April, update the registration form after the pre-registration deadline passes.

After the Spring Meeting, update the membership of the Executive Committee. Update the history pages as needed (Chair, Chair-Elect, Meetings, Representative, Secretary-Treasurer, and Executive Committee). Post the Business Meeting Minutes and Treasurer's Report.

In September, work with the Math Contest Organizer to update contest page.

#### *Miscellaneous*

In March, prepare a press release on the recipient of the Distinguished Teaching Award, and send it to the Public Relations office at their home institution.

#### *Director of Section NExT-Wisconsin*

The Director of Section NExT-WI is responsible for recruiting new faculty for Section NExT-Wisconsin and for planning and directing all activities and programs for Section NExT-Wisconsin. Activities and programming for Section NExT-Wisconsin include a fall conference and a panel at the MAA-Wisconsin sectional meeting for junior math faculty throughout Wisconsin.